

Maxine Curry

Dental Office Manager

AREAS OF EXPERTISE

Diary management
Administering medicine
Patient relations
Customer care
Office management
Administrative procedures

PERSONAL SUMMARY

An organised and efficient Dental Office Manager who can be the professional image and voice of a practise. Maxine has an excellent outgoing personality and a warm pleasant demeanour when dealing with any issues. She has great leadership skills and is more than able to lead a team and take on any hands on role that requires a commanding personality. On a personal level she is dedicated to providing a flexible and family focused service where everyone feels welcome, cared for, safe and happy. Right now she is keen to join a company that will support her throughout her career, so that she can focus on providing quality dental treatments and advice to patients.

WORK EXPERIENCE

Dental Practise – Birmingham

DENTAL OFFICE MANAGER Jun 2013 – Present

Responsible for ensuring the efficient day-to-day management of a busy dental practice.

Duties:

- Providing the practice owners with daily and weekly reports on the practices progress and shortcomings.
- Dealing with incoming queries from clients in an orderly, efficient manner.
- Identifying areas of strength and weaknesses and ways to achieve better performance.
- Ensuring that the practice is up to date with the current regulatory requirements.
- Keeping all practise administrative records and administration in order.
- Dealing with the complaints through the practice complaints procedure.
- Liaising with dental sales and suppliers' reps as necessary.
- Ensuring that all staff have a performance plan with objectives which are regularly reviewed.
- Maximising performance and operational effectiveness.
- Training and developing the practice team.

PROFESSIONAL

Fire Marshal
Firs Aider

PERSONAL SKILLS

Loyal
Committed
Action orientated
Reliable
Honest

Company name - Location

JOB TITLE Employment dates (i.e. Aug 2011 – Jun 2013)

KEY SKILLS AND COMPETENCIES

- Have a complete understanding how a dental practice should be run.
- A good people manager who is skilled at building relationships with members of staff
- Able to build rapport quite quickly with people.
- Getting results out of a dental and administrative team.
- Having a confident approach to management issues.

CONTACT

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Driving license: Yes
Nationality: British

ACADEMIC QUALIFICATIONS

Nuneaton University **2008 - 2011**
BSc (Hons) Office Management

Coventry Central College **2005 - 2008**
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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